

**MICHIGAN DEPARTMENT OF CIVIL SERVICE**  
**JOB SPECIFICATION**

**EDUCATION SPECIALIST**

**JOB DESCRIPTION**

Employees in this job function as professional education specialists, completing or overseeing a variety of assignments to provide technical assistance to local school districts, educational agencies and institutions in their programs and to perform other education related professional duties.

There are four classifications in this job.

**Position Code Title – Education Specialist-E**

Education Specialist 9

This is the entry level. As a trainee, the employee carries out a range of professional education specialist assignments while learning the methods of the work.

Education Specialist 10

This is the intermediate level. The employee performs an expanding range of professional education specialist assignments in a developing capacity.

Education Specialist P11

This is the experienced level. The employee performs a full range of professional education specialist assignments in a full functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

**Position Code Title – Education Specialist-A**

Education Specialist 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level in the series.

**NOTE:** Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every

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position are included, nor is it expected that all positions will be assigned every duty.

Interprets specific program requirements for parents, students, legislators, educators and other interested individuals.

Conducts in-service training programs for school administrators and educators.

Compiles statistical data and writes reports and recommendations.

Prepares and updates forms, brochures, publication and other informational materials used by students, parents, educators and other interested individuals.

Provides technical assistance to local school districts, education agencies and institutions in implementing programs and services available through the Department.

Evaluates applications to determine eligibility of applicants for teacher certification.

Collects, verifies and prepares data used in research studies, projects and the formulation of proposed legislation, policies and procedures.

Provides assistance in developing departmental policies and procedures.

Provides assistance in the development of testing and assessment materials.

Maintains records and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

### **Additional Job Duties**

#### **Education Specialist 12 (Lead Worker)**

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

#### **Education Specialist 12 (Senior Worker)**

Performs on a regular basis professional education specialist assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level,

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considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of recent developments in the field of education.

Knowledge of education programs and services available.

Knowledge of curricula in Michigan institutions of higher education.

Knowledge of laws, rules and regulations governing the certification of teachers in Michigan.

Ability to analyze and compile data.

Ability to design forms and procedures.

Ability to interpret program requirements.

Ability to interpret the laws, policies and regulations pertaining to the work.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

### **Additional Knowledge, Skills, and Abilities**

#### **Education Consultant 12 (Lead Worker)**

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

### **Working Conditions**

Positions in this job are located in the Department Education.

### **Physical Requirements**

None.

### **Education**

Possession of a bachelor's degree in education.

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### **Experience**

#### **Education Specialist 9**

No specific amount or type is required.

#### **Education Specialist 10**

One year of experience providing professional education related services equivalent to an Education Specialist in state service.

#### **Education Specialist P11**

Two years of experience providing professional education related services equivalent to an Education Specialist in state service, including one year equivalent to an intermediate level Education Specialist.

#### **Education Specialist 12**

Three years of experience providing professional education related services equivalent to an Education Specialist in state service, including one year equivalent to an Education Specialist P11.

### **Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

### **Job Code**

EDUCSPL

### **Job Code Description**

Education Specialist

### **Position Title**

Education Specialist-E

Education Specialist-A

### **Position Code**

EDUCSPLE

EDUCSPLA

### **Pay Schedule**

W22-002

W22-041